| TRANSPORTATION ASSET MANAGEMENT COUNCIL |
| March 7, 2018 at 1:00 p.m. |
| MDOT Aeronautics Building, 2nd Floor Commission Room |
| 2700 Port Lansing Road |
| Lansing, Michigan |
| **MINUTES** |

** Frequently Used Acronyms List attached

Members Present:

Derek Bradshaw, MAR/GLS Region V

Bill McEntee, CRA – Vice-Chair

Bob Slattery, MML, via Telephone

Rob Surber, DTMB/CSS

David Wresinski, MDOT

Joanna Johnson, CRA/KRCKC – Chair

Gary Mekjian, MML

Jonathan Start, MTPA/KATS

Brad Wieferich, MDOT

Support Staff Present:

Rob Balmes, MDOT

Gil Chesbro, MDOT

Rebecca Curtis, MDOT

Mark Holmes, DTMB/CSS

Polly Kent, MDOT

Pete Torola, MTU

Roger Belknap, MDOT, via Telephone

Tim Colling, MTU, via Telephone

Cheryl Granger, DTMB/CSS

Dave Jennett, MDOT

Gloria Strong, MDOT

Mike Toth, MDOT

Public Present:

Jeffrey L. Forster, FHWA

Brad Sharlow, MDOT

Robert Green, MDOT

Members Absent:

Don Disselkoen, MAC

Jennifer Tubbs, MTA

1. Welcome – Call-To-Order:

The meeting was called-to-order at 1:03 p.m.; everyone present was introduced.

2. Changes or Additions to the Agenda (Action Item):

None

3. Public Comments on Non-Agenda Items:

None

4. Presentations:

4.1. – Michigan Department of Transportation: Long Range Transportation Plan – B. Sharlow

B. Sharlow presented information on the upcoming effort to revise the State Long Range Transportation Plan. Federal law requires each state have a transportation plan with a minimum 20 year horizon. Michigan's current Long Range Transportation Plan ends in 2020. MDOT will be working on the next plan, the 2045 State Long-Range Transportation Plan, and will be pulling together a consultant team to do a comprehensive plan. The effort will be conducted in two parts: Phase 1.) Research and Process Guidelines (May 2018-April 2019). The main three areas of focus in Phase 1 will be the consultant review of best practices with recommendations (10 peer states), a statewide plan assessment, and data gathering and research; Phase 2.) Plan Development (May

2019-December 2020). This phase will include visioning workshops, work on policy development and strategic direction, the development of the 2045 plan, and then implement the plan. There are 18 tasks to complete in Phase 1. Tasks for Phase 2 have not yet been developed. The final product is anticipated around December 2020. B. Sharlow is seeking assistance from TAMC members. Ways that TAMC members can assist include representing TAMC on a planning team, providing guidance and input, sharing best practices and lessons learned, and assisting in public engagement and outreach. If any Council member is interested in being a part of the process, please let Brad Sharlow know by April 2018. If anyone has questions they may contact: Brad Sharlow, Project Manager, sharlowb@michigan.gov, 517-373-9057, or Kyle Haller, Assistant Project Manager, hallerk@michigan.gov, 517-373-2761.

4.2 – 2017 PASER Data Analysis and Annual Report – G. Chesbro
G. Chesbro is writing the data analysis chapter of the TAMC Annual Report. He gave a revised presentation on PASER data for paved non-federal-aid roads rated in 2017. Missing data in the "TAMC Year" field had caused some 2017 ratings to be excluded from the original analysis. This mistake has been corrected.

G. Chesbro also presented the preliminary results of the Pavement Condition Forecasting System (PCFS) for paved federal-aid roads. The forecasts are for the years 2019-2029.

4.3. – 2017 TAMC Training Report – P. Torola *(Attachment 3)*
P. Torola, from MTU, gave a presentation on MTU's 2017 Transportation Asset Management Training Program Results. They had 1055 total participants in 2017; the year prior they had 815. Last year they had 18 training programs and this year 27. There are seven main trainings: the TAMC Conferences, PASER Trainings, Asset Management Trainings for Elected Officials (2), Asset Management Workshops (2), the Bridge Workshop, IBR Trainings (even though it was not required last year they still had a good attendance), and the Pavement Asset Management Plan Workshop. The PASER Trainings (476 attendees) and the TAMC Conferences (average of 171 attendees per conference) have had the highest participants. Thirteen (13) people have passed the PASER certification, which shows that not have a lot of people taking the training are taking the exam. P. Torola also showed the 2007-2017 large cities/small cities and villages training participation counts.

5. Consent Agenda *(Action Item):*
5.1. – Approval of the February 7, 2018 Meeting Minutes *(Attachment 1)*
J. Start made a motion to approve the February 7, 2018 meeting minutes; B. McEntee seconded the motion. The motion was approved by all members present with minor changes proposed by J. Johnson.

5.2. – TAMC Financial Report *(Attachment 2)*
R. Belknap provided an updated financial report for the Councils review.

5.3. – 2018 Calendar of TAMC Partner Events, Conferences, and Trainings *(Attachment 4)*
A request on behalf of CSS for TAMC member assistance at three IRT trainings was given. It was requested that any TAMC member that has not volunteered to assist at a conference or training, sign up to assist CSS at one of the three trainings – 1.) Marquette, April 3, 2018; 2.) a Webinar, April 19, 2018, and 3.) a Webinar, June 14, 2018. Council members would only need to give a 20 minute presentation then a 10 minute question and answer session would follow.

6. Correspondence and Announcements:

    6.1. – Administration, Communication, and Education (ACE Committee – J. Start

        6.1.1. - TAMC Spring Conference, May 22, 2018 in Collaboration with the American Public Works Association (APWA), Traverse City *(Attachment 5)*

The 2018 TAMC Spring Conference will be held the day prior (May 22, 2018) to the APWA Conference on May 23-24, 2018, at the Grand Traverse Resort and Spa in Traverse City. A copy of the final conference brochure and agenda was shared with the Council. The brochure also has information regarding the APWA Conference. TAMC will have a booth at the May 23-24, 2018 APWA Conference. J. Johnson and other Council members have been soliciting for sponsorships. Currently, we have received five bronze level ($500) conference sponsorships.

        6.1.2. – TAMC Awards - TAMC Members to Come Prepared with Recommendations

Support staff reminded Council members that they were requested to make both TAMC Personal and Organizational award recipient nominations. Council members were asked to submit their nominations by April 1, 2018, to R. Belknap.

        6.1.3. – Update on the Annual Report

TAMC Council and Committee members were encouraged to make sure that they are able to get onto Sharepoint. All Annual Report documents that need comment and review will be placed on the site in one area to make documents easier to locate. Support staff will notify Council and committee members when a document that needs to be reviewed is added to the Sharepoint site and provide a due date.

        TAMC Customer Satisfaction Survey

Support staff has created a TAMC Customer Satisfaction Survey to get feedback from people on how much they know about the TAMC. The survey was initiated at a meeting held with the MDOT Performance Excellence Section in January regarding subjects that will be discussed at the June 6, 2018, TAMC Strategic Planning Session. The survey will be done through Survey Monkey. Survey Monkey will do the survey analysis at the end of the survey. The link to the survey will be added to the TAMC Website and small flyers provided on tables at conferences that TAMC participates in. It was suggested to end the survey on May 1, 2018. Survey Monkey will tally the responses and the results will be shared at the June 6, 2018, Strategic Planning Session.

        TAMC Culvert Survey

A survey requesting information on Culvert Data Collection was created and went out on March 6, 2018, via eGov Delivery and we have already received back several responses. The results from the survey will help TAMC complete the Culvert Pilot Project that has been tasked to the Bridge Committee.

The ACE Committee would like the link to eGov Delivery more accessible to people that may be interested in getting signed up to receive TAMC informational updates. It was suggested to place the link on the TAMC information pamphlet. The current link to sign up on eGov Delivery is unattractive and lengthy. M. Holmes will work on creating a special eGov Delivery link to add to the TAMC flyer.

Other items that were discussed at the March 7, 2018, ACE Committee meeting were: CSS gave an update on their Technology Scorecard. There was some discussion on what data TAMC may need in order to fulfill the culvert project requirements. There was a discussion on the Metropolitan Planning Organization/Regional Planning Organization Report and how they need to report out on items required by TAMC. Also, the ACE Committee is next

in line to do "*The Bridge*" Newsletter article due sometime the early part of June. Suggested topics for the article were the TAMC Conference or the TAMC Annual Report.

Action Item: Council members are encouraged to provide possible award recipients and sponsors to R. Belknap by April 1, 2018.

Action Item: Support staff will place any Annual Report documents that need to be reviewed by committee or Council members out on the TAMC Sharepoint in one location and provide a due date that the document must be reviewed.

Action Item: M. Holmes to create a special eGov Delivery link to add to the TAMC information flyer. D. Jennett will have MDOT Graphics add the link to the TAMC informational pamphlet when the new link is available.

Action Item: ACE Committee and support staff will work with Vicki Sage, from MTU, to do the next "*The Bridge*" Newsletter article due to MTU by early June 2018.

6.2. – Data Committee – B. McEntee
6.2.1. – Update on Annual Report
Work on the annual report data analysis is about three weeks ahead of data analysis for last year's annual report. TAMC currently has a little over 1000 IRT users. They have created a couple of spreadsheets to help them figure out a way to display the IRT user stats, such as how many people completed the reporting, asset management information, how many road projects, bridge projects and dollars invested in those for 2015-2017, in the annual report. Because the ADARS reports and the IRT reports are housed in separate databases; CSS is working on synchronizing these for reporting purposes and will be providing updated reports for FY 2016 and FY 2-17 investment reporting. The Bridge Committee is working on their Bridge data graphs.

6.2.2. - IRT/ADARS Compliance Report – R. Belknap *(Attachment 6)*
A Summary Statistics – TAMC Investment Reporting Compliance as of March 1, 2018 document was shared (showing fiscal years 2016-2018). Any questions can be addressed to R. Belknap.

6.2.3. – IRT Rewrite Update – M. Holmes
CSS is working on PASER uploads and connections to the ADARS database. CSS held a training session in Bay Region and over 30 people attended. They have another training coming up in April. The IRT update is due May 1, 2018.

6.2.4. - Dashboard Update– B. McEntee/M. Holmes
CSS is currently working on improving the technology in the dashboards to make it more mobile friendly and more responsive. The current process of obtaining files from various agencies, putting the information into the correct format, and then loading and making viewable in the dashboard is very time consuming and tedious. CSS is working on resolving these issues and making it automated. They have come up with two options: 1.) Use data from their new database and post to a new software package called Design Studio, or 2.) Use data from the new database and post to a dashboard that CSS develops in-house. Option number two was recommended by CSS since this will be easiest and less expensive to execute and it is already available in the current CSS budget. They plan to start in March and will code and test in late May/early June and go into production in June. They will be using the same data that is already available. The ongoing maintenance cost will go down. Staff at CSS have been reviewing changing the process since January 2018 and feel this change will save time and money. The Data Committee accepted a motion to

use Option 2.

6.2.5. – Website Update – M. Holmes
CSS is working on the Google Analytics and reviewing the areas on the TAMC Website that are not being hit very often. They will also be looking at the dashboard hits as well. The May 22, 2018, TAMC Spring Conference information has been uploaded to the Website.

6.3. – Bridge Committee Update – R. Curtis
6.3.1. – Update on Culvert Project
The Bridge Committee last met on February 22, 2018. MTU put together a work plan draft. Bridge committee will soon finalize the selection of participating agencies, data collection details, and work with MTU to develop pilot training. There are three levels of data collected currently: Tier 1.) – Agencies that have no culvert data and are starting from the beginning; Tier 2.) – Agencies that have information in hard copy but not shared, and Tier 3.) - Agencies that already have culvert information and are maintaining that data. MTU plans to start the pilot collection training in the beginning of April, agency pilot data collecting will be done mid-April and they will send data as it comes in, and TAMC to compete the pilot report in August. There were 167 responses to the culvert survey as of today. Fifty-two respondents stated they are interested in participating in the pilot. Bridge committee is looking at Roadsoft in order to store the data. MTU and CSS currently have enough money in their budget to cover efforts so far, but MTU will need more funds to complete the project. B. McEntee made a motion to replenish from the $2,000,000 Culvert Pilot Project allocation both MTUs and CSSs budget; J. Start seconded the motion. The motion was approved by all members present. MTU has spent approximately $12,000 on this project under "undefined tasks." MTU is working on an estimate of how much doing this culvert project will cost. The $2,000,000 has to be encumbered by end of September 2018. The final report must be completed by the end of this fiscal year. TAMC staff and Council members will bring the culvert pilot project up at the Regional Planning meetings once the regions that are chosen to participate in the culvert pilot are identified. RPO/MPO Unified Work Programs and budget changes will need to be done.

There was a Culvert Module Training conducted by MTU in March. It was well attended. The next Bridge Committee meeting will be held March 22, 2018, 1:00 p.m.-5:00 p.m..

6.4. – Michigan Center for Shared Solutions – M. Holmes
Items were already discussed previously during the meeting and noted.

6.5. – Michigan Technological University/Technical Assistance Training Reports –T. Colling (*Attachment 7*)
MTU conducted an Asset Management Maturity Self-Assessment Webinar, which was similar to what was done with the TAMC implementation. They had 119 people registered for the Webinar.

6.6. – TAMC 2018 Strategic Planning Session, June 6, 2018, Horatio Earle Learning Center Topics – J. Johnson
Below are possible agenda items for the session:
6.6.1. - Asset Management Pilots Report – This report is due to the Governor's Office by the end of April.
6.6.2. – Asset Management Plans – This agenda item came out of Data Committee.
6.6.3. – Data Collection and Budget – This agenda item came out of ACE Committee.

7. Public Comments:

R. Balmes will be leaving MDOT and taking on a Consultant job in Tampa, Florida. Mr. Balmes was thanked for his service to TAMC and everyone wishes him well in his new job.

8. Member Comments:

J. Johnson will be working with the committee chairs on their committee agendas.

9. Adjournment:

The meeting adjourned at 3:54 p.m. The next meeting will be held April 11, 2018, at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE LIFE
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY

NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	Road Based Inventory
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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